



RICHLAND COUNTY RECREATION COMMISSION

RECREATION

POSITION SPECIFICATION

Aquatics Manager

Beginning Salary: \$19.00 - \$24.00 per hour

GENERAL PURPOSE

Under direct supervision of Division Head for Facility Operations performs professional duties in supervision of the operations of the aquatics pools through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics area within the facility.

DUTIES

Schedules pool activities and private rentals to ensure optimum pool usage; coordinates programming with supervisors and in keeping with center needs.

Develops and schedules aquatic programming for the center to include, classes, swim meets, water polo matches, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.

Schedules swim lessons and rentals for group swim contracts.

Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.

Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.

Develops of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.

Handles the filtration system and other aquatic operating systems with the assistance of

the Building Maintenance Worker. Maintains proper pool chemical balance.

Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.

Maintains recreation management software for all swim related activities and events.

Assists front counter staff with helping customers, taking registrations, memberships, and answering questions related to the center and programs.

Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.

Special Requirements

Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO). Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge in planning, organizing, and implementing aquatics programs.
- Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
- Ability to work with the public and possess excellent public relation skills.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in

fitness programs and swimming pools.